

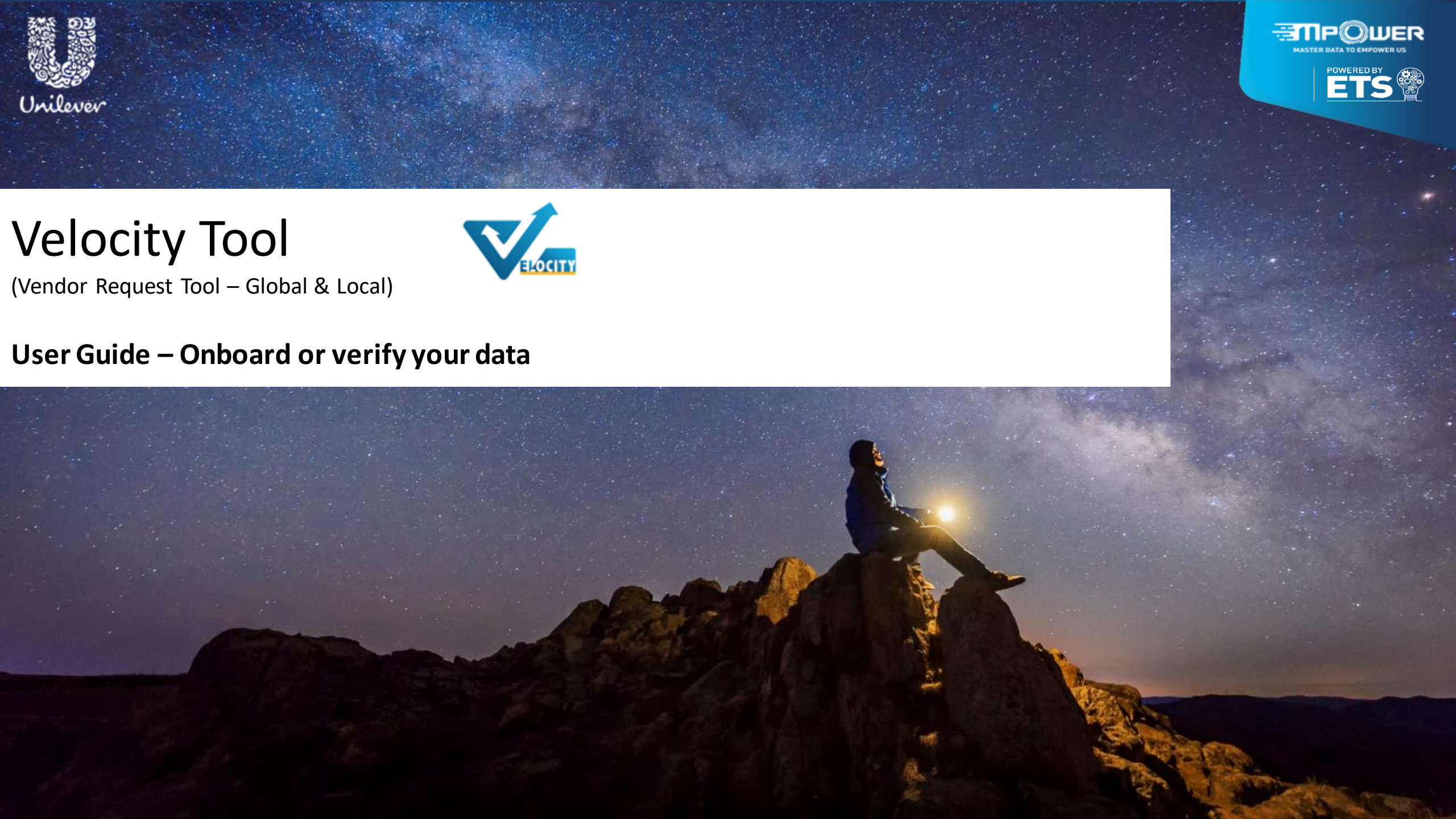


Velocity Tool



(Vendor Request Tool – Global & Local)

User Guide – Onboard or verify your data



To **onboard** as a new vendor or to **verify** your existing details you will receive an **email invitation** from Unilever, containing a **username** and **password**. Click on the link to login to **Velocity**.

Dear Vendor,

You have been invited by Unilever contact JohnTest7@fake.com to register as a Unilever Vendor. Please [Click Here](#) to register for/access our Vendor Tool and submit the details requested. Your username and temporary password are as follows:

Username:

Temporary Password:

The tool will also require you to enter an "Authorization Code" each time you log on. You will be mailed this during each logon to the tool. The tool will guide you through the process, however if you need additional support please contact our support team.

Next steps

1. Once you have submitted your details you will receive email confirmation.
2. Once approved, you will receive a welcome email containing additional actions e.g. how to register to invoice us.
3. You will also receive an email from our USQS tool to complete further information regarding our Responsible Sourcing Policy (this is mandatory).



"Click Here" to login

Login to **Velocity** (if you are using the tool for the first time you will have been emailed a user name & password)



The first time you login to Velocity, you will need to **change the password**



Security policies require that you change your password.

Enter the Authorization Code sent to this email address:
t****@hotmail*co*uk.

Authorization Code

New Password

Confirm Password

Resend Authorization Code

Change password **Cancel**

Note: The password must be at least 8 characters long and include at least 1 alphabetical [a-z A-Z] character(s), 1 numeric [0-9] character(s) and 1 special character(s).

Enter the Authorization code sent to you via email
Then enter and confirm your new password.

Each time you login to Velocity, you will need to enter the **Authorization Code** sent to you via email



Verify Authorisation Code

An Authorisation Code has been sent to your email. Enter it below to login to the application

[Resend Authorisation Code](#)

Verify Authorisation Code

Cancel

You will find the request you need to complete in the “**My Work**” section of the screen.

Vendor Portal

My Work

Refresh list

Case	Vendor Name	Commodity	Request Type	Requestor Name	Pending with you since	Request Submit Date
ONB-856	ACME INC.	Premiums - UN01581801	Onboarding	John Test7	6/13/19	6/13/19

Click on “My work” to see your pending tasks

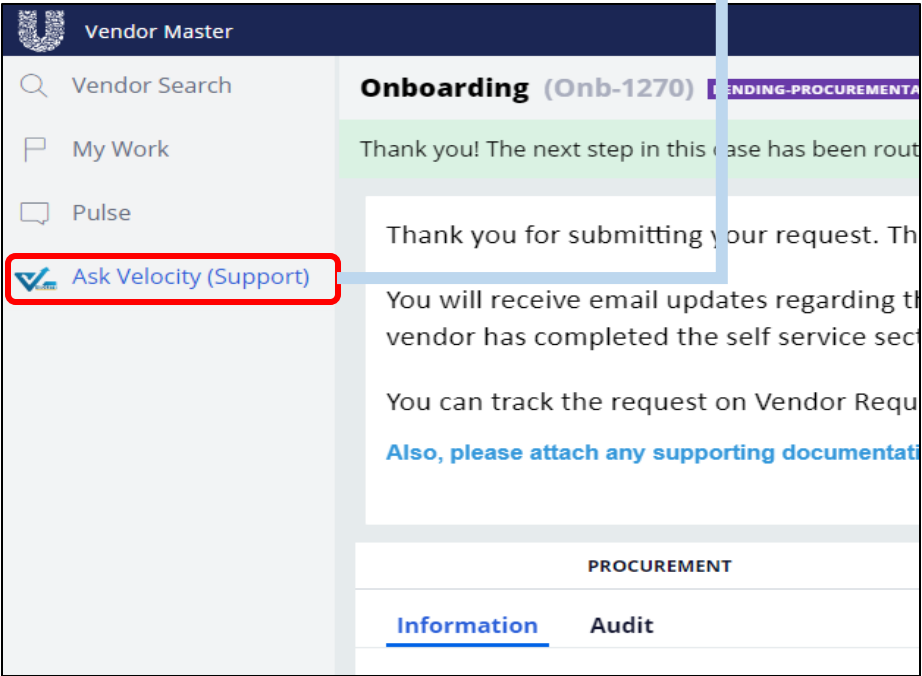
Click on the pending task to proceed

Handy Hint:
Please complete all the details within 24 working hours (the longer the delay, the later you will be able to start business with Unilever)!

Recents
No history

If you need help throughout any part of this process, please click on Ask Velocity on the left side of the screen

Need help? Don't worry, you can get help by clicking on "Ask Velocity". It will be available on the left side of your screen.




This will direct you to the support homepage and Chatbot. The homepage provides further information or you can "Ask Velocity" on the bottom right.

GLOBAL VENDOR REQUEST TOOL (GVR) CHAT ASSISTANCE





Hi!


You can "Ask Velocity" for help with any vendor on boarding questions or modifying vendor details.

If you have a question on a different topic, you will be re-directed to the team that can help. Below are some direct links that may be of use to you.



If you need more assistance, you can ask the Velocity Virtual Assistant. Click on "Ask Velocity" to proceed.

 Queries For queries on ordering, invoicing, payment, e-invoicing, Vendor Query Portal (VQP).	 T&C For T's and C's, Anti bribery, conflict of interest, self-assessment & disclosure, payment terms & NDA's, please contact the Procurement advisor listed on your request.	 Responsible Sourcing Policy (RSP) For Responsible Sourcing Policy (RSP). Click here.	 Technical Issues For technical issues with the tool, please contact your company IT desk. If the issue lies with Unilever, please contact us via the Chat Function.
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[Ask Velocity!](#) 

Your details have been entered by Unilever. Please review and **make any required updates.**

- 1. Company Details
- 2. Contact Details
- 3. Bank & Tax Details
- 4. Supporting Documents
- 5. Terms and Conditions
- 6. Submit

Company Name * ABC123 INC	Address Line 1 * Ashcreek Center
Address Line 2	Address Line 3
Address Line 4	City * San Juan City
Postal Code 1500	Country * Philippines
State/Province/Region	Phone number 9178655516
Website	DUNS Number 725184774

Vendor Code 0051885014

Are you a subsidiary company i.e. part of another company, like a Parent/Mother company, or a holding company? *

Yes

Provide details of the Parent/Mother/Holding company at the highest/most global level

Company Name *	Address Line 1 *
Address Line 2	Address Line 3
Address Line 4	City *
Postal Code	Country * ...
DUNS Number	

To save your updates, all mandatory fields * on this page must to be completed

Review/enter your company details here

If you select "Yes" to this question, you will need to enter additional information

Handy Hint:
In order to save your updates, all mandatory fields * on the page must be completed

Click on "Continue" to proceed

Save Continue

Now enter the details of your key business contacts.

Vendor Portal

My Work

My Records

Onboarding (Onb-856) PENDING-VENDORSELFONBOARDING

Actions

Handy Hint:
Please ensure that you update all of the mandatory contact details

The following contact types are mandatory. Please add the contacts by clicking the 'Add contact' button below:

- Account manager handling unilever business
- Finance Controller/Director
- Sales Department - Ordering Follow Up

Contact Details

Contact Type
Account manager handling Unilever business

Name *
Test

Phone number

Role

Email *
Accountmanager@vendor.com

Contact Type
Finance Controller/Director

Name *
Test2

Phone number

Role
Finance Controller/Director

Email *
Financecontroller@v

Input the contact details by selecting the "Contact Type" drop down

Add a new contact for each contact type by clicking the "Add Contact" button

Click on "Continue" to proceed

Save Continue

Now enter your bank and tax details

Vendor Portal

My Work

My Record

Onboarding (Onb-856) PENDING-VENDORSELFONBOARDING

Actions

1. Company Details ✓ 2. Contact Details ✓ 3. Bank & Tax Details 4. Supporting Documents 5. Terms and Conditions 6. Submit

Bank Details

Account Number* 1746826789

Account Holder Name* Vendor Name

Bank Name* Bank Name

Bank Branch Name

Bank Country* Philippines

Currency PHP

SWIFT Code

Branch code (example: Bank Key/Code, Sort Code, ABA Number, IFSC Code, etc.)*

IBAN Code

Tax Details

Tax Numbers

VAT Reg Number (enter your VAT or TIN here)* A3467C778

No items

Handy Hint: Please ensure all details are complete and correct to ensure a speedy on-boarding!

To save your updates, all mandatory fields * on this page must to be completed

Back Save Continue

+ Add Account

+ Add Tax Number

Click on "Continue" to proceed

To add a new Bank account/Tax number "Add Account/Add Tax Number" button

Input your Bank & Tax details here.

Please upload all the supporting documents as indicated

Vendor Master

Vendor Search

My Work

Pulse

Ask Velocity (Support)

Onboarding (Onb-1270) NEW

1. Initiation 2. Policy Confirmation 3. Vendor Search 4. Vendor Details 5. Supporting Documents

The following supporting documentation is mandatory for the country you wish to trade with, please ensure:

- You upload the documentation requested as non editable files (PDF,TIFF, JPEG, GIF, PNG) Editable files will be rejected
- Each individual attachment is not more than 5 MB
- The text in the attachment is clear and readable
- You can add additional attachments using Other Document(s) option than those requested

Document Name	
Audited Financial Statements *	<input type="button" value="Upload"/>
Latest copy of Sales invoice/ commercial invoice *	<input type="button" value="Upload"/>
BIR Registration Certificate *	<input type="button" value="Upload"/>
DO 174 Certificate (for service providers, if applicable)	<input type="button" value="Upload"/>
Income Tax Returns *	<input type="button" value="Upload"/>
PH Withholding Tax Related Certificates (If any)	<input type="button" value="Upload"/>
Other Document(s)	<input type="button" value="Upload"/>

Back

Save **Finish**

Handy Hint:
Ensure the documents are up to date and in a correct format (non-editable, less than 5MB)

Read instructions to upload the documents

Click on "Upload" to attach the document

Click "Finish" to submit the request.

Read through the T's and C's, Responsible Sourcing Policy, and Data rules – you will only be able to proceed if you agree

Vendor Portal

My Work

My Record

Onboarding (Onb-856) PENDING-VENDORSELFONBOARDING Actions

General Terms and Conditions
[Click here to read General Terms and Conditions](#)
I have read and agree to the General Terms and Condition *

Responsible Sourcing Policy (RSP)
At Unilever, we want to work with responsible and ethical partners. This is why, as part of our agreement, you are required to take this pledge. This demonstrates your commitment to following our Responsible Sourcing Policy(RSP).
By signing this Pledge, you commit to:

- Reading the entire RSP - [Unilever Responsible Sourcing Policy](#)
For languages other than English(found in the 'Downloads' section), or for further information, please see [Advancing Human Rights with Suppliers](#)
- Understanding that the RSP applies to your location and all associated business practices
- Understanding that the current RSP replaces all previous supplier codes of Unilever
- Complying at all times with the Mandatory Requirements set out in the RSP
- Verifying your compliance with the Mandatory Requirements
- Remediating any non-compliance with the Mandatory Requirements, and
- Reporting any breach of the RSP to Unilever, and finding solutions collaboratively.

I commit to this pledge on behalf of the company and am authorized to do so *

Maintaining your own data
You are responsible for managing your own company data directly in Unilever's systems. Please ensure that this data is up-to-date and accurate (including company name, address, tax ID, and bank details) to enable timely payment. Log-in details shall be provided upon request. It is your responsibility to ensure your company data is accurate and up-to-date.

Name * Role/Designation * Date *

Handy Hint:
You will be able to proceed only if you select "I Agree".

Ensure you review and action all of the sections in this screen.

Complete your name & role and click on "Continue"

To save your updates, all mandatory fields * on this page must to be completed

Recents
Onboarding Back Save **Continue**

Review the details you have entered

Vendor Portal

My Work

My Record

Onboarding (Onb-856) PENDING-VENDORSELFONBOARDING

Actions

Company Details

Company Name	ACME INC.	Address Line 1	40 Batis Street
Address Line 2	---	City	Quezon
Postal Code	1106	Country	Philippines
State/Province	---	Phone number	24537662
Website	---	DUNS Number	720110816
Vendor Code	0051002712	Global Vendor Code	0051002712

Are you a subsidiary company i.e. part of another company, like a Parent/Mother company, or a holding company?
No

Contact Details

Bank&Tax Details

Supporting Documents

Terms And Conditions

Back

Save

Finish

Recents

Onboarding
Onb-856

You can expand all the tabs to review and confirm your details.

Click on "Finish" to complete the process.

Your request is now routed to Unilever for review

Onboarding (Onb-856) PENDING-VERIFICATION

Thank you! The next step in this case has been routed appropriately.

✓ PROCUREMENT ✓ VENDOR SELF-SERVICE

Information Audit

Case information	
Requesting Country Philippines	Vendor Name ACME INC.
Vendor Code 0051002712	Commodity Premiums - UN01581801
Vendor Type MBS	Case Status Pending-Verification

Once your request has been submitted this screen will be displayed.

The request is now being reviewed by Unilever. You will receive email notification of any further information required, or confirmation that the request has been approved.

Dear Vendor,

Thank you for submitting your details, they are currently being reviewed.

Once approved, you will receive a welcome email containing additional information e.g. how to register to invoice us. You will receive an email from our USQS tool to complete further information regarding our Responsible Sourcing Policy (this is mandatory).

For help please contact our support team – TO BE UPDATED.

To access the tool, [Click Here](#)